

FACILITY DIRECTIONS:

East Carolina Agriculture & Education Center- Livestock Arena
Physical Address: 1175 Kingsboro Rd. Rocky Mount, NC 27801

(THIS FACILITY IS OWNED BY THE EAST CAROLINA LIVESTOCK ARENA BOARD)

Safety:

The licensee shall use and occupy premises in a safe and careful manner and shall comply with all applicable municipal, state and federal laws, and rules and regulations as prescribed by the fire and police departments and other governmental authorities, as may be in force and effect during the tenancy period. The maximum capacity for the front building is 280 and must be adhered to by the licensee. Continued regulations can be found in the Policies & Procedures handout, please make sure to review prior to your event.

When using this facility, you are responsible for:

1. Picking up keys from Extension Office (201 Saint Andrew Street, Tarboro, NC 27886).
2. Room Set-up.
3. Unlocking front gate(s).
4. Unlocking doors to the facility:
 - a. A tool must be used to keep front doors open. A small screwdriver works well, but a car or door key usually works too. Insert it in a hole beneath the handle push up and turn while holding the long inside door handle (bar).
5. Turning on or up air conditioning or heat in time to warm/cool facility to desired temperature by your meeting time.
 - a. Thermostat locations: (leave the fan on AUTO)
 - i. 1 is by the kitchen
 - ii. 2 are across from office on the lobby wall
 - iii. 2 are in the Meeting room on the wall by sound system
6. Turn off air conditioning before leaving. Turn off heat before leaving if the heat was off when you arrived. If heat was on turn the thermostat down to the original temperature.
7. Turn on any lights needed upon arriving. One light stays on in the lobby at all times (It cannot be turned off). Lobby light switches are located to the right on the wall as you enter through the glass doors. Outdoor light switches are located on the wall across from the kitchen.



8. Liners should be placed in trash cans before using. Cans and liners are in the storage room.
9. Before leaving all trash cans including ones in the restrooms should be emptied into the dumpster. Dumpster is located on the gravel side of the parking lot.
10. If using the kitchen, all supplemental items in the kitchen are OFF LIMITS. This includes: any food or drinks, paper products, utensils, etc. Please bring what you need for your event.
11. If food is being served, all tables should be covered. You will need to furnish your own table coverings.
12. Bring your own ice. The ice maker at the facility is not part of the rental and may be turned off, so plan accordingly.
13. The following are **not** allowed in the East Carolina Agriculture & Education Center:
 - a. No animals are allowed in the banquet room, lobby, restrooms, kitchen, work room or board room, unless a service animal.
 - b. Do not put anything on the walls (no pictures, wall-hangings, including training Post-it Paper, etc.)
 - c. Holes may not be drilled, cored or punched in the building.
 - d. No tape or glue is allowed on the walls.
 - e. No confetti
 - f. Painting is prohibited anywhere on the premises.
 - g. In any instance where there is risk of damage to floor, a protective coating, such as plastic, must be used.

The Licensee is responsible for the repair or replacement of any damage or disfiguration to the facility.

14. All tables and chairs used for the event must be put back in the same order it was found (picture in the storage room of table and chair setup).
15. Turn off all lights before leaving.
16. Lock all doors, inside and out, before leaving. Double check they are locked- from the outside.
17. Pull front gate(s) back together and lock when leaving.
18. Return the keys on Monday following the event. Return to Edgecombe County Extension Office- 201 Saint Andrew Street, Tarboro, NC 27886.



Signed by Licensee